

Staying On Track Webinar Series

December 2016

This webinar series, Staying on Track is intended for the School Food Authorities in the State of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

Staying On Track

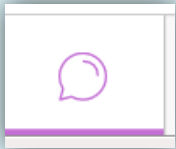
Using the Webinar Technology



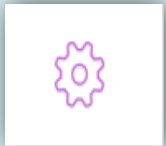
This icon raises your hand. However, the notifications for this have been turned off. If you have questions, you can type them in the chat section.



This button will open up the session menu.



Click on this icon to type questions and share feedback during the session.



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Overview of the Webinar Series

- This webinar series is designed to help School Food Authorities and Directors stay on track with requirements for the National School Lunch and School Breakfast Programs.
- We will review relevant updates and key tasks that should be taking place throughout the month to ensure your program is operating within the regulations and meeting important deadlines.

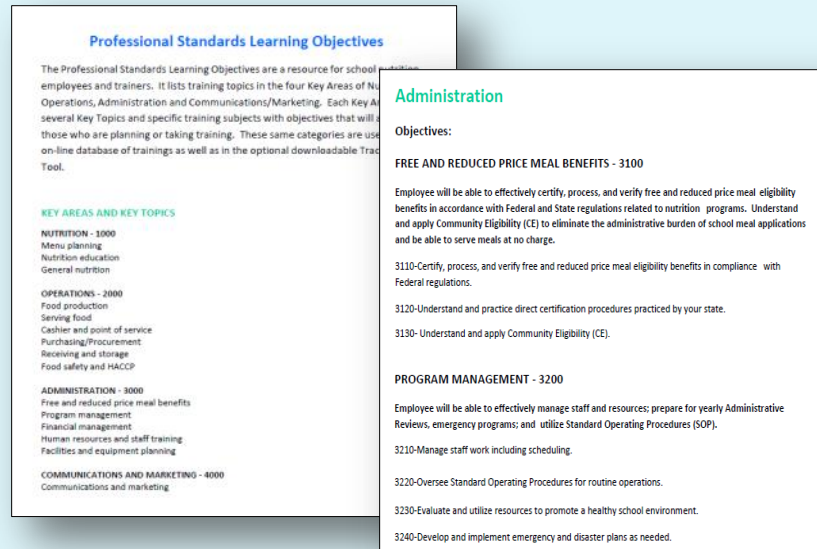
Today's Webinar

- Today's webinar will cover:
 - Verification Summary Report
 - Technology in Child Nutrition Programs
 - Civil Rights Compliance Form
 - Breakfast Champion Awards
 - Spanish How To Guides
 - Q&A

Professional Standards for School Nutrition

- Effective July 1, 2015, all LEAs must ensure that all new and current school nutrition program staff meet minimum annual training requirements per USDA's Professional Standards regulation.
- To count a training towards an employee's training hours, trainings must:
 - align with the employee's job duties
 - meet at least one of USDA's Learning Objectives

Professional Standards Learning Objectives



The *Professional Standards Learning Objectives* is a resource for school nutrition employees and trainers.

- It lists training topics in the four Key Areas of Nutrition, Operations, Administration and Communications/Marketing.
- Each Key Area has several Key Topics and specific training subjects with objectives that will assist those who are planning or taking training.

ADE Trainings and Assigned Learning Objectives

All of the trainings offered by ADE have been designed to meet one of the Professional Standards Learning Objectives.

- *Refer to today's agenda*



Staying on Track Webinar

December 6, 2016, 1:30-2:30 pm

Training Hours: 1 hour

Professional Standards Learning Codes: 3110, 3310

At A Glance Calendar and Monthly Checklists

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NSLP at a Glance Calendar

Monthly Checklist

At A Glance Calendar and Monthly Checklists

DECEMBER

NOVEMBER 16– FEBRUARY 1 VERIFICATION REPORT
Submit Verification Report through Common

- ☐ **DECEMBER 1-10** Submit November reimbursement claim.
- ☐ **DECEMBER 15** Last day to complete Civil Rights Compliance Form.
- ☐ Complete Daily Production Records.
- ☐ Count meals at POS and complete Daily Edit Checks.

TRAINING OPPORTUNITIES!
Sign up for Verification Workshops and work one on one with

MONTHLY CHECKLIST		
DECEMBER 2016		
	TRAININGS THIS MONTH	NEXT MONTH
REGIONAL IN-PERSON	Drop-In VWorkshop: Submitting Verification Report	Drop-In VWorkshop: Submitting Verification Report
ONLINE	Always available	Always available
WEBINARS	Staying on Track: December 6	Staying on Track: January 10* (due to holidays, second Tuesday in January)
PROFESSIONAL DEVELOPMENT		

	Updates	Resources
<input type="checkbox"/> December 1 – December 10 Submit November claims for reimbursement		http://www.azed.gov/health-nutrition/nsip/training/ • Online Training: How to Submit a Claim in CNPWeb
<input type="checkbox"/> Due December 15 Civil Rights Compliance Form (do not submit to ADE, keep on file)		http://www.azed.gov/health-nutrition/nsip/program-forms/ • Civil Rights Compliance
<input type="checkbox"/> Submit Verification Summary Report (due by February 1) <input type="checkbox"/> (recommended) Complete online training: How to Submit the Verification Report on CNP		http://www.azed.gov/health-nutrition/nsip/verification/
<input type="checkbox"/> Look for USDA memo regarding Paid Lunch Equity for SY 2017-2018 <input type="checkbox"/> Complete Paid Lunch Equity Tool <input type="checkbox"/> Determine if lunch prices will need to be increased for the upcoming school year (SY 17-18)		• USDA normally releases the PLE memos for the upcoming school year in November
<input type="checkbox"/> Continue to certify Household Applications returned to school and notify household of meal benefits <input type="checkbox"/> Update BID <input type="checkbox"/> Notify households		http://www.azed.gov/health-nutrition/nsip/training/ • Online Training: How to Process Household Applications
<input type="checkbox"/> Reminder: LEAs must conduct Direct Certification at a minimum of three times per program year		http://www.azed.gov/health-nutrition/nsip/training/ Online Trainings: • Introduction to Direct Certification in CNP Direct Certification

Verification Summary Report

Verification Summary Report

- Verification ended November 15
- The report must be submitted by February 1.

Part I: Enrollment, Application, and Eligibility Information (Pre-Verification) CNP Verification 2016-2017
- All Sponsors
Arizona Department of
Education
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• Report all **Application** counts on this page as of **October 1st**.

• Report all **School**, **RCCL**, and **Student** counts on this page as of the **last operating day in October**.

Section 1 -- Total Schools, RCCL's, and Enrolled Students

**** ALL SFA's must report Section 1 ****

1-1/A. Total Number of Schools (Do NOT include RCCL's):	1
1-1/B. Total Number of Students in Schools (Do NOT include RCCL's):	100
1-2/A. Total Number of RCCL's (Do NOT include Schools counted in 1-1):	0
1-2/B. Total Number of Students in RCCL's (Do NOT include Schools counted in 1-1):	0
1-2a/A. Number of RCCL's WITH Day Students:	0
1-2a/B. Number of Students in RCCL's WITH Day Students (Report ONLY Day Students in 1-2a/B):	0
1-2b/A. Number of RCCL's with NO Day Students:	0
1-2b/B. Number of Students in RCCL's with NO Day Students:	0

Section 2 -- SFA's with Schools operating Alternate Provisions

**** ONLY SFA's with Alternate Provisions must report Section 2 ****

2-1/A. Number of Schools operating Provision 2/3 in a BASE year for NSLP and SBP:	0
2-1/B. Number of Students in Schools operating Provision 2/3 in a BASE year for NSLP and SBP:	0
2-2/A. Number of Schools operating Provision 2/3 in a NON-BASE year for NSLP and SBP:	0
2-2/B. Number of Students in Schools operating Provision 2/3 in a NON-BASE year for NSLP and SBP:	0
2-2a/B. Number of Provision 2/3 Students reported as FREE in a NON-BASE year:	0
2-2b/B. Number of Provision 2/3 Students reported as REDUCED-PRICE in a NON-BASE year:	0
2-3/A. Number of Schools operating the Community Eligibility Provision:	0
2-3/B. Number of Students in Schools operating the Community Eligibility Provision:	0
2-4/A. (Not Applicable)	
2-4/B. (Not Applicable)	
2-5/A. Number of Schools operating Alternate Provision (Special Assistance Provision 2/3) for only SBP or only NSLP:	0
2-5/B. Number of Students in Schools operating Alternate Provision (Special Assistance Provision 2/3) for only SBP or only NSLP:	0

Section 3 -- Students Approved as FREE Eligible NOT subject to Verification

**** ALL SFA's must report Section 3 or answer "No" to question 3-1 if applicable ****

3-1. Required to perform Direct Certification with SNAP:	• Yes - Required
<ul style="list-style-type: none"> Answer "Yes" if ANY ONE OR MORE of the Schools and/or RCCL's in the SFA were required to perform Direct Certification with SNAP. Answer "No" only if NONE of the Schools or RCCL's in the SFA were required to perform Direct Certification with SNAP (i.e. NON-BASE year Provision 2/3 for ALL Schools). If "No", skip the remainder of Section 3. 	
3-2/B. Number of Students Directly Certified through SNAP:	85

Part II: Results of Verification CNP Verification 2016-2017 - All Sponsors
Arizona Department of Education
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• For 5-7/A and 5-7/B, report the number of **Applications** and **Students** confirmed through Direct Verification with SNAP/TANF/FDPIR/MEDICAID as of **November 15th**.

• For each Original Benefit Type 5-8/A, 5-8/B, and 5-8/C, report the number of **Applications** and **Students** as of **November 15th** for each result category 1, 2, 3, and 4. Do NOT include Applications or Students already reported in 5-7/A or 5-7/B.

• For VC-1, report the number of **Applications** as of **November 15th** Verified for Cause in addition to the Verification requirement; or skip if not applicable.

Section 5 -- Verification Process and Results

**** ALL SFA's must report Section 5 or answer "Yes" to question 5-1 if applicable ****

5-1. Exempt from Verification:	• No - Not Exempt
<ul style="list-style-type: none"> Answer "No" if ANY ONE OR MORE of the Schools and/or RCCL's in the SFA are required to perform Verification. Answer "Yes" only if ALL of the Schools and RCCL's in the SFA are exempt from Verification (see instructions for list of exemptions). If "Yes", skip the remainder of Section 5. 	
5-2. Was Verification performed and completed?	• Yes - On Time
<ul style="list-style-type: none"> Answer "Yes - On Time" if Verification was completed by November 15th. Answer "Yes - Delayed" if Verification was completed after November 15th. Answer "No" if Verification was NOT performed or the process was NOT completed. 	
5-3. Type of Verification process used:	• Standard
<ul style="list-style-type: none"> Answer "Standard" for lesser of 3% or 3,000 error-prone. Answer "Alternate One - Random" for lesser of 3% or 3,000 selected randomly. Answer "Alternate Two - Focused" for lesser of 1% or 1,000 error-prone PLUS lesser of one-half of one percent or 500 with SNAP/TANF/FDPIR Case Numbers. If "Standard" or "Alternate Two - Focused", report question 5-4 below. If "Alternate One - Random", skip question 5-4 below. 	
5-4. Total ERROR-PRONE Applications:	2
Report all Applications as of October 1st considered error-prone.	
5-5. Number of Applications selected for Verification sample:	1

5-6 & 5-7. Results of Direct Verification

**** ALL SFA's must report 5-7/A & 5-7/B or answer "No" to question 5-6 if applicable ****

5-6. Direct Verification Conducted:	• Yes - Conducted
<ul style="list-style-type: none"> Answer "Yes" if ANY ONE OR MORE of the Schools and/or RCCL's in the SFA performed Direct Verification. Answer "No" only if NONE of the Schools or RCCL's in the SFA performed Direct Verification. If "No", skip questions 5-7/A and 5-7/B below. 	

Part 1, Section 1-

Number of Sites and Students Enrolled

This should reflect the number of schools/RCCIs and students in your LEA.

Section 1 -- Total Schools, RCCI's, and Enrolled Students

**** ALL SFA's must report Section 1 ****

1-1/A. Total Number of Schools <i>(Do NOT include RCCI's):</i>	1
1-1/B. Total Number of Students in Schools <i>(Do NOT include RCCI's):</i>	100
1-2/A. Total Number of RCCI's <i>(Do NOT include Schools counted in 1-1):</i>	0
1-2/B. Total Number of Students in RCCI's <i>(Do NOT include Schools counted in 1-1):</i>	0
1-2a/A. Number of RCCI's WITH Day Students:	0
1-2a/B. Number of Students in RCCI's WITH Day Students <i>(Report ONLY Day Students in 1-2a/B):</i>	0
1-2b/A. Number of RCCI's with NO Day Students:	0
1-2b/B. Number of Students in RCCI's with NO Day Students:	0

Part 1- Section 2

Special Assistance Provisions

This should only be completed if you operate Special Assistance Provisions.
There are different questions for:

- Base Year
- Non Base Year- Use Adjusted Eligibles Worksheet
- Provision for SBP or NSLP ONLY
- CEP

Section 2 -- SFA's with Schools operating Alternate Provisions

**** ONLY SFA's with Alternate Provisions must report Section 2 ****

2-1/A. Number of Schools operating Provision 2/3 in a BASE year for NSLP and SBP:	0
2-1/B. Number of Students in Schools operating Provision 2/3 in a BASE year for NSLP and SBP:	0
2-2/A. Number of Schools operating Provision 2/3 in a NON-BASE year for NSLP and SBP:	0
2-2/B. Number of Students in Schools operating Provision 2/3 in a NON-BASE year for NSLP and SBP:	0
2-2a/B. Number of Provision 2/3 Students reported as FREE in a NON-BASE year:	0
2-2b/B. Number of Provision 2/3 Students reported as REDUCED-PRICE in a NON-BASE year:	0
2-3/A. Number of Schools operating the Community Eligibility Provision:	0
2-3/B. Number of Students in Schools operating the Community Eligibility Provision:	0
2-4/A. (Not Applicable)	
2-4/B. (Not Applicable)	
2-5/A. Number of Schools operating Alternate Provision (Special Assistance Provision 2/3) for only SBP or only NSLP:	0
2-5/B. Number of Students in Schools operating Alternate Provision (Special Assistance Provision 2/3) for only SBP or only NSLP:	0

Special Assistance Adjusted Eligibles

This worksheet calculates the total free and reduced students based on the data from the LEA's base year.

The worksheet is found on the Special Assistance Webpage.

To learn more about the Special Assistance program visit the following links:

- Special Assistance Guidance Manual – under revision
- [Financial Analysis Tool](#)
- [Simplified Daily Edit Check Worksheet during Non-Base Years](#)
- [Step by Step Instruction for Special Assistance: How to Apply for an Extension in Provision 2 or Provision 3](#)
- [Provision 2 Schedule and Procedures](#)
- [Provision 3 Schedule and Procedures](#)
- [Making Sense of Special Assistance Claiming](#)
- [Provision 2 Claiming Percentage Calculator](#)
- [Provision 3 Meal Claim Calculator](#)
- [Special Assistance Verification Exempt Calculator \(Updated 9/17/13\)](#)
- [Step by Step Instruction for Special Assistance: How to Calculate Adjusted Eligibles for Non-Base Year Verification Summary Report](#)
- [Tips for Increasing Participation in the NSLP](#)
- [Title 1, NCLB and Provision 2/3 Non Base Years](#)
- [E-Rate and Provision 2/3 Non Base Years](#)



Part 1- Section 3

Direct Certification Data

- 3-2/B is the number matches with the Y in the SNAP column.
- 3-3/B is any match or DC that is not SNAP.
- 3-4/B is usually 0. SNAP letters are very rare.

Section 3 -- Students Approved as FREE Eligible NOT subject to Verification

**** ALL SFA's must report Section 3 or answer "No" to question 3-1 if applicable ****

3-1. Required to perform Direct Certification with SNAP:	<ul style="list-style-type: none"> • Answer "Yes" if ANY ONE OR MORE of the Schools and/or RCCI's in the SFA were required to perform Direct Certification with SNAP. • Answer "No" only if NONE of the Schools or RCCI's in the SFA were required to perform Direct Certification with SNAP (i.e. NON-BASE year Provision 2/3 for ALL Schools). • If "No", skip the remainder of Section 3. 	<ul style="list-style-type: none"> • Yes - Required
3-2/B. Number of Students Directly Certified through SNAP:		85
<i>Do NOT include students Certified with SNAP through the letter method.</i>		
3-3/B. Number of Students Directly Certified through other programs:		0
<i>Include those Directly Certified through TANF, FDPIR, or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. <u>Do NOT include SNAP students already reported in 3-2.</u></i>		
3-4/B. Number of Students Certified Categorically FREE Eligible through the SNAP letter method:		0
<i>Include students Certified for free meals through the family providing a letter from the SNAP agency.</i>		

Part 1- Section 4

Application Data

This section reports how many applications you have in each category, and how many students are free/reduced based on the application types.

Categorically Eligible for Free includes Case Number and Foster applications only. This is NOT the same as Directly Certified.

Application counts are as of October 1.

Student counts are as of October 31.

Section 4 -- Students Approved as FREE or REDUCED-PRICE Eligible through a Household Application

**** ALL SFA's collecting Applications must report Section 4 ****

4-1/A. Number of Applications Approved as Categorically FREE Eligible <i>(Based on those providing documentation such as a Case Number 6 for SNAP, TANF, or FDPIR on an Application):</i>	
4-1/B. Number of Students Approved as Categorically FREE Eligible <i>(Based on those providing documentation such as a Case Number for 8 SNAP, TANF, or FDPIR on an Application):</i>	
4-2/A. Number of Applications Approved as FREE Eligible <i>(Based on household size and income information):</i>	1
4-2/B. Number of Students Approved as FREE Eligible <i>(Based on household size and income information):</i>	2
4-3/A. Number of Applications Approved as REDUCED-PRICE Eligible <i>(Based on household size and income information):</i>	3
4-3/B. Number of Students Approved as REDUCED-PRICE Eligible <i>(Based on household size and income information):</i>	5

Part 1- Totals

This section includes the TOTAL number of free and reduced students.

Total Free should include:

- **All DC**
- All Free by Case Number Apps
- All Free by Income Apps

Total Students Approved as FREE or REDUCED-PRICE Eligible	
T-1. Total Number of FREE Eligible Students reported:	95
T-2. Total Number of REDUCED-PRICE Eligible Students reported:	5

Part 2- Section 5

Results of Verification

- 5-1 through 5-5 describes your verification process.

Section 5 -- Verification Process and Results

**** ALL SFA's must report Section 5 or answer "Yes" to question 5-1 if applicable ****

5-1. Exempt from Verification:	● No - Not Exempt
<ul style="list-style-type: none"> ● Answer "No" if ANY ONE OR MORE of the Schools and/or RCCI's in the SFA are required to perform Verification. ● Answer "Yes" only if ALL of the Schools and RCCI's in the SFA are exempt from Verification (see instructions for list of exemptions). ● If "Yes", skip the remainder of Section 5. 	
5-2. Was Verification performed and completed?	● Yes - On Time
<ul style="list-style-type: none"> ● Answer "Yes - On Time" if Verification was completed by November 15th. ● Answer "Yes - Delayed" if Verification was completed after November 15th. ● Answer "No" if Verification was NOT performed or the process was NOT completed. 	
5-3. Type of Verification process used:	● Standard
<ul style="list-style-type: none"> ● Answer "Standard" for lesser of 3% or 3,000 error-prone. ● Answer "Alternate One - Random" for lesser of 3% or 3,000 selected randomly. ● Answer "Alternate Two - Focused" for lesser of 1% or 1,000 error-prone PLUS lesser of one-half of one percent or 500 with SNAP/TANF/FDPIR Case Numbers. ● If "Standard" or "Alternate Two - Focused", report question 5-4 below. ● If "Alternate One - Random", skip question 5-4 below. 	
5-4. Total ERROR-PRONE Applications :	2
Report all Applications as of October 1st considered error-prone.	
5-5. Number of Applications selected for Verification sample:	1

Part 2- Section 5

Results of Verification

- 5-6 and 5-7 are about Direct Verification.

5-6 & 5-7. Results of Direct Verification

**** ALL SFA's must report 5-7/A & 5-7/B or answer "No" to question 5-6 if applicable ****

5-6. Direct Verification Conducted:

- Yes - Conducted

- Answer "Yes" if ANY ONE OR MORE of the Schools and/or RCCI's in the SFA performed Direct Verification.
- Answer "No" only if NONE of the Schools or RCCI's in the SFA performed Direct Verification.
- If "No", skip questions 5-7/A and 5-7/B below.

5-7/A. Number of **Applications** confirmed through Direct Verification:

0

5-7/B. Number of **Students** confirmed through Direct Verification:

0

Part 2- Section 5

Results of Verification

- Section 5-8 describes the applications selected and what happened when each was verified.

5-8/A. Results of Verification of FREE Categorically Eligible

Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. Case Number) on Application

5-8/A1a. Number of Applications that responded, with NO CHANGE:	0
5-8/A1b. Number of Students that responded, with NO CHANGE:	0
5-8/A2a. Number of Applications that responded, and changed to REDUCED-PRICE:	0
5-8/A2b. Number of Students that responded, and changed to REDUCED-PRICE:	0
5-8/A3a. Number of Applications that responded, and changed to PAID:	0
5-8/A3b. Number of Students that responded, and changed to PAID:	0
5-8/A4a. Number of Applications that DID NOT respond, and changed to PAID:	0
5-8/A4b. Number of Students that DID NOT respond, and changed to PAID:	0

5-8/B. Results of Verification of FREE Income Eligible

Certified as FREE based on income / household size Application

5-8/B1a. Number of Applications that responded, with NO CHANGE:	1
5-8/B1b. Number of Students that responded, with NO CHANGE:	3
5-8/B2a. Number of Applications that responded, and changed to REDUCED-PRICE:	0
5-8/B2b. Number of Students that responded, and changed to REDUCED-PRICE:	0
5-8/B3a. Number of Applications that responded, and changed to PAID:	0
5-8/B3b. Number of Students that responded, and changed to PAID:	0
5-8/B4a. Number of Applications that DID NOT respond, and changed to PAID:	0
5-8/B4b. Number of Students that DID NOT respond, and changed to PAID:	0

5-8/C. Results of Verification of REDUCED-PRICE Income Eligible

Certified as REDUCED-PRICE based on income / household size Application

5-8/C1a. Number of Applications that responded, with NO CHANGE:	0
5-8/C1b. Number of Students that responded, with NO CHANGE:	0
5-8/C2a. Number of Applications that responded, and changed to FREE:	0
5-8/C2b. Number of Students that responded, and changed to FREE:	0
5-8/C3a. Number of Applications that responded, and changed to PAID:	0
5-8/C3b. Number of Students that responded, and changed to PAID:	0
5-8/C4a. Number of Applications that DID NOT respond, and changed to PAID:	0
5-8/C4b. Number of Students that DID NOT respond, and changed to PAID:	0

Part 2- Verification for Cause

- If an LEA conducted V-Cause, the number of applications verified for cause goes here.
- The results should be included above in section 5-8.

Verification for Cause

VC-1. Total questionable **Applications** Verified for Cause:

0

Verification Summary Report

Verification Webpage



The screenshot shows the Arizona Department of Education website. At the top is the state logo and navigation links like HOME, ALL PROGRAMS, STAFF DIRECTORY, etc. A banner for 'HEALTH & NUTRITION SERVICES' is visible. Below it, the 'Verification' section is highlighted. It features a 'Drop-in Workshop: Submitting the Verification Report' with dates for Flagstaff, Phoenix, and Tucson. A large 'VERIFICATION' graphic with icons for a checklist, calculator, magnifying glass, and checkmark is present. Below this, 'PHASE 1: Prepare' is listed for September - October 1, with a link to the 'Verification Best Practices Calendar'.



PHASE 4: Report November 16 - February 1

- Submit the CNP Verification Summary Report in [Common Logon](#)
- [Step by Step Instruction: How to Submit the Verification Report on CNP Verification](#)
- Verification Guides (Specific to how you operate NSLP)
- **Regular NSLP**
 - All sites operate Regular NSLP
- **Special Assistance**
 - All sites are operating in a Provision 2 or 3 Base Year
 - Some sites operate Regular NSLP and others are operating in a Provision 2 or 3 Base Year
 - All Sites are operating in their Non-Base Years
 - Some sites operate Regular NSLP and others are operating in a Provisions 2 or 3 Non Base Year
 - All sites operate the CEP
 - Some sites operate Regular NSLP and some operate CEP
- **RCCI**
 - RCCI with Day Students
 - RCCI with NO Day Students

Verification Summary Report

Resources- Step by Step Instructions

Step by Step Instruction: How to Submit the Verification Report in CNP Verification

Professional Standards Learning Code 3110
Length: 1 hour



Revised September 2016

"Step by Step Instruction: How to Submit the Verification Report in CNP Verification" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

- Resources - Verification Report Guides

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Verification Summary Report

Resources- Drop-In Workshops for one-on-one support from your NSLP Specialist

- December 7 Flagstaff
- December 14 Phoenix (only a few spots left)
- January 18 Tucson
- January 25 Phoenix

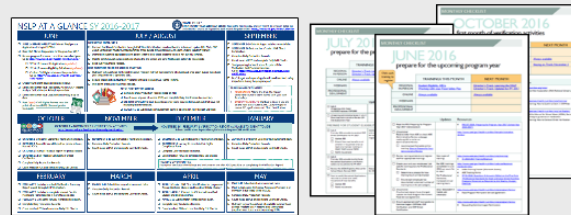
Bring your BID, your latest DC match results, and all documents collected during Verification.

Technology in CNPs

Technology in CNPs



Operating the National School Lunch and School Breakfast Programs



NSLP at a Glance Calendar

Monthly Checklist

Sponsor Types

- Special Assistance Provisions
- Residential Child Care Institutions

Operating the Program

- Program Forms
- Outreach for School Breakfast Program & Summer Food Service Program
- NSLP Equipment Grant 2016
- Resource Management -New
- CNP Procurement – New!
- Food Safety
- Technology with CNPs
- The Administrative Review
- USDA Professional Standards For School Nutrition Professionals
- Contracting for Meal Service
- Program Guidance and Web-Based Instruction



Technology with CNPs

School Meals Online Application

What is a school meals online application?

The "school meals online application," or just an "online application," is a way for families to apply electronically for free or reduced-price school meals. The application is generally available to families over the Internet through any standard web browser. School districts may also choose to make the online application accessible on a mobile device or through an app.

What should you consider when selecting a School Meals Online Application?

- It is important to know that USDA and FNS do not evaluate, recommend, approve, or endorse any software used for certification or verification purposes. There are no Federal specifications for software vendors. LEAs are responsible for assuring that any automated certification and verification processes meet all regulatory requirements and policies, including the calculation of income frequencies, and that the software used is performing correctly and meets all requirements. ADE recommends that Local Educational Agencies (LEAs) review the [USDA Eligibility Manual for School Meals](#) to ensure their software meets all requirements.
- USDA recently released a prototype for web-based school meals applications. The electronic prototype application is intended to be a model for how local program operators (or their designated vendors) may develop an effective and fully compliant electronic/online application for school meal benefits. While USDA offers both the design and code as open source publications free for all to access, these materials are not structured for direct or immediate use by households unless adapted and integrated with appropriate data management systems maintained at the local level.
 - [USDA Web-Based Application Prototype](#)

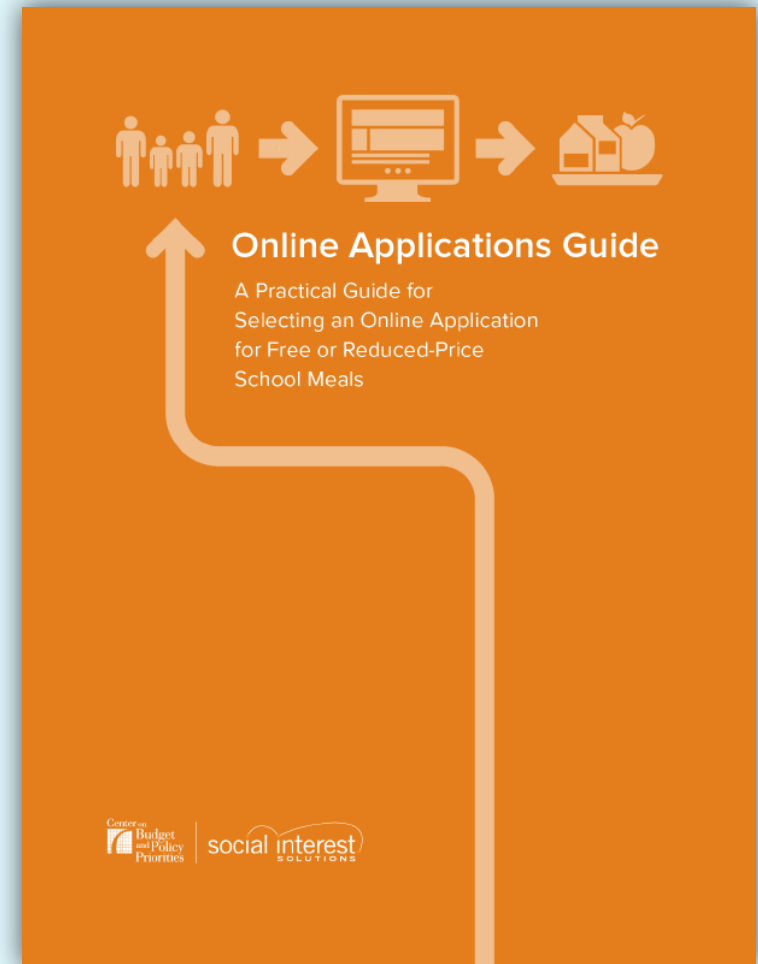
Technology in CNPs

Using an online program for your school meal applications.

- In addition to collecting household applications, some LEAs have started using online applications to streamline the process and reduce errors.

Technology in CNPs

The Social Interest Solutions and Center on Budget and Policy Priorities released a guide to help LEAs know what to consider when preparing to purchase an online application system.



Technology in CNPs

Table of Contents

4. Introduction

- 1: Why a Guide on Selecting a School Meals Online Application?
- 2: What This Guide Will Help School Districts Do
- 3: Benefits of an Online Application for Free or Reduced-Price School Meals

8. Important Choices for School Districts to Consider

- 1: Capabilities That Are Important to the District
- 2: Functionalities for Efficiency and Accuracy
- 3: Tailoring the Tool
- 4: Managing and Adapting the Tool Over Time

17. Important Questions to Ask Vendors

- 1: Meets the Needs of Families
 - a: Reflects families' feedback
 - b: Keeps things simple and helps avoid errors
 - c: Works on all the devices families use
- 2: Helps School Districts Meet Relevant Federal and State Requirements

36. Important Features to Include in Online Applications

- 1: Friendly and Inviting to All Prospective Applicants
- 2: Easy to Use
- 3: Flexible

41. Soliciting Strong Proposals

RFP Checklist

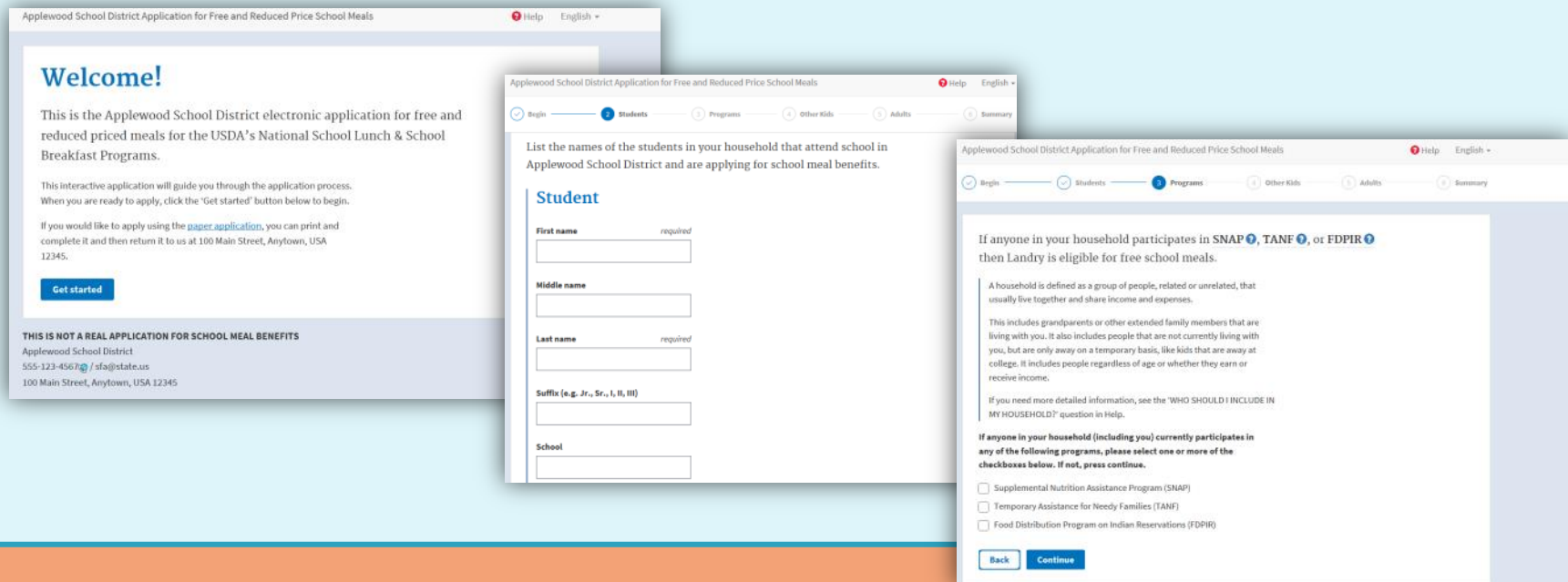
50. Conclusion

51. Appendix

Food and Nutrition Service Materials on Procurement
Examples of Request for Proposals (RFPs)
Other Resources

Technology with CNPs

- USDA also recently released a prototype online application.
- You can view the prototype application on this webpage.



The image displays three overlapping screenshots of the Applewood School District's online application for free and reduced price school meals. The top-left screenshot shows the 'Welcome!' page, which provides an overview of the application process and a 'Get started' button. The top-right screenshot shows the 'Students' step, where users are prompted to list the names of students in their household. The bottom-right screenshot shows the 'Programs' step, where users are asked if anyone in their household participates in SNAP, TANF, or FDIPIR, and if so, they are eligible for free school meals. The application also includes a 'Back' button and a 'Continue' button.

Applewood School District Application for Free and Reduced Price School Meals

Welcome!

This is the Applewood School District electronic application for free and reduced priced meals for the USDA's National School Lunch & School Breakfast Programs.

This interactive application will guide you through the application process. When you are ready to apply, click the "Get started" button below to begin.

If you would like to apply using the [paper application](#), you can print and complete it and then return it to us at 100 Main Street, Anytown, USA 12345.

[Get started](#)

THIS IS NOT A REAL APPLICATION FOR SCHOOL MEAL BENEFITS

Applewood School District
555-123-4567 / sfa@state.us
100 Main Street, Anytown, USA 12345

Applewood School District Application for Free and Reduced Price School Meals

Begin Students Programs Other Kids Adults Summary

List the names of the students in your household that attend school in Applewood School District and are applying for school meal benefits.

Student

First name required

Middle name

Last name required

Suffix (e.g., Jr., Sr., I, II, III)

School

Applewood School District Application for Free and Reduced Price School Meals

Begin Students Programs Other Kids Adults Summary

If anyone in your household participates in SNAP, TANF, or FDIPIR then Landry is eligible for free school meals.

A household is defined as a group of people, related or unrelated, that usually live together and share income and expenses.

This includes grandparents or other extended family members that are living with you. It also includes people that are not currently living with you, but are only away on a temporary basis, like kids that are away at college. It includes people regardless of age or whether they earn or receive income.

If you need more detailed information, see the "WHO SHOULD I INCLUDE IN MY HOUSEHOLD?" question in Help.

If anyone in your household (including you) currently participates in any of the following programs, please select one or more of the checkboxes below. If not, press continue.

☐ Supplemental Nutrition Assistance Program (SNAP)

☐ Temporary Assistance for Needy Families (TANF)

☐ Food Distribution Program on Indian Reservations (FDPIR)

[Back](#) [Continue](#)

Civil Rights Compliance

Civil Rights Compliance Form

- This form must be filled out by **December 15**.
- It is kept on file at the LEA and is looked at during the Administrative Review.



Civil Rights Compliance Form

You are here: [Home](#) / Civil Rights

Civil Rights

In the operation of the Child Nutrition Programs, no individual in the United States shall solely by reason of his or her race, color, national origin, sex, age, or disability, be excluded from the participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.



- Civil Rights Pre-Award Compliance Form (NSLP)
- Civil Rights Compliance Form NSLP
- Civil Rights Compliance Form for RCCI's
- Civil Rights Pre-Award Compliance Form (CACFP)
- Civil Rights Compliance Data Collection Form (CACFP)
- Nondiscrimination Policy Statement
- Civil Rights Requirements for Child Nutrition Sponsors
- Racial and Ethnic Categories
- FNS 113 Executive Summary (PDF Format)
- FNS 113 Instructions (PDF Format)
- Civil Rights Training Activity #1
- Civil Rights Training Activity #2
- Civil Rights Training Activity #3

Civil Rights Compliance

Sponsor Name	CTD#	Date of Completion
The United States Department of Agriculture (USDA) regulations outline each School Food Authorities (SFA) responsibility regarding civil rights compliance in the Child Nutrition Programs (CNP). The following checklist furnishes an overview of these requirements. Please complete this form each year by December 15th and retain for program audit/review.		
		YES NO N/A
1. Is the complete nondiscrimination statement included on the parent letter and all other printed material?		
2. Have any complaints of discrimination (written or verbal) been received this school year?		
3. If "yes" to number 2, have they been acted upon according to the sponsor's written procedures?		
4. Is the nondiscrimination poster displayed at the Point of Service (POS) in each school?		
5. Is program information made available to major employers contemplating lay offs?		
6. Are program materials printed in a language other than English, if needed?		
7. Do admission procedures restrict enrollment by minority persons?		
8. Are disabled students including those with special dietary needs, provided program benefits as appropriate?		
9. Complete the following chart for the district/school. This information should be compiled from the applications for free and reduced priced meals, as completed by households. For institutions not required to collect applications, enrollment information may be used.		
	Number Approved for Free/Reduced-Price Meals	Number Denied for Free/Reduced-Price Meals
*Race alone not Hispanic or Latino		
American Indian/Alaska Native*		
Asian*		
Black/African American*		
Hispanic/Latino*		
Native Hawaiian/Pacific Islander*		
White*		
Some Other Race(s)*		
Total Students		

Civil Rights Compliance Form

- This form is asks about:
 - Use of the non discrimination statement on parent letter and all other printed materials;
 - Any complaints of discrimination;
 - Display of the And Justice for All posters;
 - Program material availability in languages other than English if needed.



Civil Rights Compliance Form

- It also asks for the number of students approved for and denied free and reduced price meals by ethnicity:
 - American Indian/Native Alaskan
 - Asian
 - Black/African American
 - Hispanic/Latino
 - Native Hawaiian/Pacific Islander
 - White
 - Other

Civil Rights Compliance Form

- Obtain this information from the optional section of the household application.
- If it is not available, compile a list of students for whom this information is missing, and request enrollment records for those students.
 - Be sure not to disclose free and reduced-price eligibility to enrollment staff.

Champions of Breakfast Award Nominations

Champions of Breakfast Award

- USDA's is accepting nominations for the 2017 Champions of Breakfast Award to recognize the outstanding achievements of School Food Authorities and schools that impressively administer the School Breakfast Program in the Western Region States.
- Nomination deadline is January 31, 2017.

Champions of Breakfast Award

- Awards will be presented in 4 categories:
 - Successful Startup of a New School Breakfast Program
 - Implementation of an Innovative School Breakfast Model
 - Boosting Breakfast Meal Quality
 - Tradition of Excellence in Serving School Breakfast
- Nominations will be evaluated based on innovation, sustainability, cost-effectiveness, if activities can be replicated in other schools, and the overall presentation of the nomination.

Champions of Breakfast Award

Successful Startup of a New School Breakfast Program

- This award will go to an SFA/school that implemented the National School Breakfast Program at the start of school year 2016-2017.
- Highlight the reasons for starting the new breakfast program, as well as how SFAs/schools planned, communicated, funded and executed the program successfully.

Champions of Breakfast Award

Implementation of an Innovative School Breakfast Model

- This award will go to an SFA/school that has sought to increase participation in its School Breakfast Program through the implementation of an innovative model.
- Highlight the model chosen, how the SFA/school implemented the new model and the new model's impact on breakfast participation.

Champions of Breakfast Award

Boosting Breakfast Meal Quality

- This award will go to an SFA/school that incorporates strategies to improve and ensure a high standard of breakfast meal quality.
- Highlight the measures taken to improve meal quality during breakfast meal service, such as:
 - The incorporation of local foods,
 - frequent inclusion of meat/meat alternate substitution,
 - elimination/reduction of juice offerings,
 - offering a variety of fruits and/or vegetables, including fresh options,
 - establishing a sugar limit for cereal and yogurt products,
 - scratch cooking, or
 - the implementation of smarter lunchroom practices.

Champions of Breakfast Award

Tradition of Excellence in Serving School Breakfast

- This award will go to an SFA/school that has demonstrated continued excellence in school breakfast service.
- Highlight any SFAs/schools that have a strong track record of breakfast participation as well as how the SFA/school has sought to continuously improve its School Breakfast Program.

Champions of Breakfast Award

- Winners may be featured in a regional or statewide publication and invited to participate in a webinar promoting best practices for the School Breakfast Program.
- Detailed information and the nomination forms will be posted on the Hot Topics and the School Breakfast Webpages soon!

Hot Topics

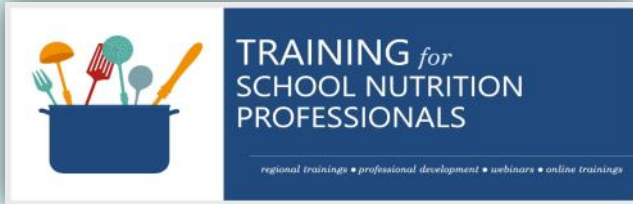


School Breakfast Program

Resources and tools to assist schools with implementing a successful School Breakfast Program.

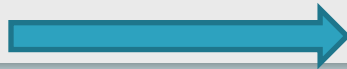
New Spanish Resources from ADE

How To Guides Now Available in Spanish



ADE ONLINE TRAINING LIBRARY

No registration required. Click [here](#) to download a complete list of online trainings.



Haga [Clic Aquí](#) Para Mirar las Guías en Español

Biblioteca de Entrenamientos de ADE

BIBLIOTECA DE ENTRENAMIENTOS DE ADE

No se requiere registración.

TÍTULO DEL CURSO	DESCRIPCIÓN DEL CURSO DE INTERNET	OBJETIVO DE APRENDIZAJE DE NORMAS PROFESIONALES
3000- Administración		
Instrucciones Paso a Paso: Como Procesar Solicitudes del Hogar (AE 16-17)	Este curso de internet le proporcionará a los asistentes orientación sobre el procesamiento de todos los tipos de solicitudes del hogar: ingresos, número de caso y estudiantes identificados como foster, estudiantes sin hogar, migrantes y fugitivos. A los asistentes se les harán preguntas durante todo el entrenamiento para probar sus conocimientos.	1.5 Horas
Actividad Solicitud#1		
Actividad Solicitud#2		
Actividad Solicitud#3		
AE 16-17 IEGs		
Instrucciones Paso a Paso: Como Certificar Directamente a los Estudiantes Usando Otra Documentación	Esta curso de internet explicará cómo aprobar los diferentes tipos de documentación que los LEAs pueden recibir para apoyar que los estudiantes son certificados directamente para beneficios de comidas gratis. A los asistentes se les harán preguntas a lo largo de la capacitación para probar sus conocimientos.	.5 Hora
		3120

How to Guides Now Available in Spanish

Available guides include:

- How to Process Household Applications
- How to Directly Certify Students Using Other Documentation
- How to Create the Benefit Issuance Document
- Introduction to CNP Direct Certification

Question and Answer Session

- We will conclude the webinar content with 15 minutes reserved for a question and answer session.
- Questions can be about topics discussed during the webinar, or any other topics that have come up as you begin your operation.